

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:**        Human Resources

**AGENDA DATE:**     11/09/04

**CONTACT PERSON/PHONE:**        Human Resources Department, Terry Bond, (915) 541-4509

**DISTRICT(S) AFFECTED:** N/A

**SUBJECT:**

**APPROVE** a resolution / ordinance / lease to do what? **OR AUTHORIZE** the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Approve a resolution to change the job specification for Parking Meter Service Worker.

**BACKGROUND / DISCUSSION:**

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action?

The Street Department Director requested the change to update the technology required by these positions.

**PRIOR COUNCIL ACTION:**

Has the Council previously considered this item or a closely related one? If so, when?

No

**AMOUNT AND SOURCE OF FUNDING:**

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

The pay grade remains the same, therefore there is no additional budgeting impact.

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

Approved by the Civil Service Commission on 10/28/04.

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_

**FINANCE:** (if required) \_\_\_\_\_

**OTHER:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## RESOLUTION

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Parking Meter Service Worker** is hereby revised as specified in the duties and responsibilities attached hereto. The Code will remain **3721**. The Grade shall be **GS 15**.

**PASSED AND APPROVED this 9<sup>th</sup> day of November , 2004.**

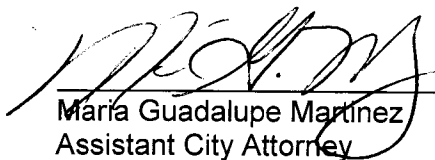
THE CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor

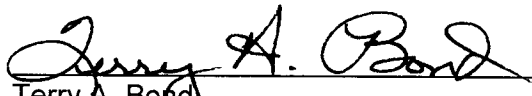
ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Maria Guadalupe Martinez  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Terry A. Bond  
Human Resources Director

APPROVED BY THE CIVIL  
SERVICE COMMISSION:

Date: October 28, 2004

By:   
\_\_\_\_\_  
Secretary



# Human Resources Department

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## MEMORANDUM

To: Civil Service Commission  
Thru: Terry Bond, Human Resources Director *TB*  
From: Ana I Sanchez, Personnel Analyst II *ais*  
Classification and Compensation  
Date: October 21, 2004  
Re: Revised Job Class

Human Resources recommends Commission approval of the job classification item listed below. See attached proposed and strike-through versions of the specification.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
OFFICIAL	Parking Meter Service Worker	3721	GS 15
PROPOSED	Same	Same	Same

Revision of the subject job specification was requested by the Street Department to update the technology being utilized in these positions. Additional changes included clarification of the typical duties, insertion of an incidental duties paragraph and other job characteristics section, and an expansion of the type of experience accepted. The proposed job specification was reviewed by the Streets Director and Human Resources Director. These changes, as well as minor word editing, reformatting, grammatical corrections and a retitling on the signature lines, were not substantive to warrant a grade change.

This recommendation is being made pursuant to:

Civil Service Rule 4, Classification, Section 4(a), Reclassification of Positions:

*"The Commission or the Human Resources Director may investigate of its own accord or upon the request of a department head, any change in the duties and responsibilities of a position from those upon which it was originally classified. If it is found that the duties and responsibilities of the position have changed so significantly that the former classification is a substantially inaccurate description of the current duties and responsibilities, the Commission will request the Mayor to direct the Human Resources Director to place the position in its proper class and grade."*

*"A change in compensation applying to all positions of the same class and grade will not affect the seniority or other rights of those in the Civil Service. The Human Resources Director may at any time secure from the appointing authority, department heads or employees involved, statements of the duties and responsibilities of the position under review. The appointing authority, department heads and employees concerned will have an opportunity to be heard before the revised class is approved and to appeal to the Commission in accordance with Article VI, Section 6.13-4 of the Charter."*

Attachment

Custodial, Labor and Trades Branch  
Skilled Trades Group  
Parking Meter Series

**PARKING METER SERVICE WORKER****General Purpose**

Under general supervision, install, maintain and repair parking meters and collect meter revenue.

**Typical Duties**

Inspect and ensure proper operation of parking meter timing mechanisms and collect revenue. Involves: Collect coins and perform preventive maintenance and minor field repair work of meters and housings. Test and calibrate timing mechanisms, disassemble, inspect and replace damaged parts, and lubricate locks and moving parts. Install, relocate or re-set meter posts, and repair or replace vandalized, damaged or malfunctioning parking meters. Cover and uncover meters as assigned. Remove and fix decals on parking meter posts. Check for malfunctions on meters reported by police officers and citizens and prepare report. Maintain numbering system on meter poles, and maintain accurate maintenance records. Comply with safety regulations.

Conduct parking meter collection audits with hand held scanner and make adjustments. Involves: Download data to personal computer. Access computer program to track maintenance and inventory reports, service requests and revenues collected. Provide service request reports for malfunctioning meters and provide findings to Municipal Court. Adjust time limits and hourly rates.

Perform related incidental duties contributing to realization of unit or team objectives as required. Involves: Substitute for supervisor or coworkers during temporary absences, as qualified, by performing specific duties sufficient to maintain continuity of ordinary operations, if delegated. Respond to questions and complaints, and provide information or assistance as needed. Participate in projects or activities as instructed. Maintain records and write work reports. Maintain tools, equipment, materials and supplies, and keep work area orderly, safe and clean.

**Knowledge, Abilities and Skills**

- Good knowledge of repair and maintenance of mechanical, electronic, or computerized timing devices and safe utilization of trade tools and equipment.
- Good knowledge of cash handling procedures.
- Some knowledge of customer service techniques.
- Ability to communicate clearly and concisely, and follow directions, orally and in writing.
- Ability to prepare and maintain accurate records and reports.
- Ability to establish and maintain effective working relationships with City employees, officials and the public, including irate individuals.
- Skill in safe care and use of hand tools, equipment, motor vehicle, and basic operation of personal computer and generic productivity software.

**Other Job Characteristics**

- Occasional pushing, pulling, lifting and carrying of heavy weight objects (up to 75 pounds).
- Occasional driving through City traffic.
- Frequent standing, walking long distances and exposure to adverse weather conditions.

**Minimum Qualifications**

Training and Experience: Equivalent to a high school diploma or General Education Development (GED), and two (2) years experience in the repair and maintenance of small mechanisms, such as clocks, coin operated machines, mechanical, electro-mechanical, electrical, or computerized meters and/or timing devices.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent from another state.

Custodial, Labor and Trades Branch  
Skilled Trades Group  
Parking Meter Series

**PARKING METER SERVICE WORKER****Summary General Purpose**

Under general supervision, as assigned, installs, maintains and repairs parking meters; and collects meter revenue. money from parking meter; performs related work as required.

**Typical Duties**

Inspects and asensures proper operation of parking meter timing mechanisms and collect revenue. ; Involves: mCollect coinsakes daily bank deposits of money collected from parking meters as assigned; and performs preventive maintenance and minor field repair work of meters and housings. Test and calibrate timing mechanisms. disassemble, inspect and replace damaged parts, and lubricate locks and moving parts. ; checks for malfunctions on meters reported by police officers and citizens and prepares report; changes time limits as assigned; covers and uncovers meters as assigned; Install, relocate or re-set meter posts, and repair or replace checks for vandalized, damaged or malfunctioning parking meters; Cover and uncover meters as assigned. rRemoves and fixinstalls decals on parking meter posts. Check for malfunctions on meters reported by police officers and citizens and prepare report. Maintain numbering system on meter poles, and maintain accurate maintenance records. Comply with safety regulations.; repairs, removes, replaces or relocates parking meters and/or posts; operates motor vehicle

Conduct parking meter collection audits with hand held scanner and make adjustments.- Involves: Download data to personal computer. Access computer program to track maintenance and inventory reports, service requests for malfunctioning meters and revenues collected. -Provides service request reports for malfunctioning meters and provide the findings of said meters to Municipal Court. Adjust Makes changes to time limits and hourly rates. with hand held scanner as requested.

Perform related incidental duties contributing to realization of unit or team objectives as required. Involves: Substitute for supervisor or coworkers during temporary absences, as qualified, by performing specific duties sufficient to maintain continuity of ordinary operations, if delegated. Respond to questions and complaints, and provide information or assistance as needed. Participate in projects or activities as instructed. Maintain records and write work reports. Maintain tools, equipment, materials and supplies, and keep work area orderly, safe and clean. Disassembles, inspects, removes and replace defective and worn out parts, re-assembles, calibrates and adjusts timing mechanisms to increase or decrease time allowed per coin.

Installs, maintains and repairs traffic counters; assures that traffic counter mechanism and batteries are in proper working order; checks installed traffic counters for proper operation and retrieval of traffic count data as required; maintains records and prepares reports of work performed as required.

**Knowledge, Abilities and Skills**

- Good knowledge of repair and maintenance of mechanical, electronic, or computerized timing devices and safe utilization of trade tools and equipment.
- Good knowledge of cash handling procedures.
- Some knowledge of customer service techniques.
- Ability to communicate clearly and concisely, and follow directions, orally and in writing.
- Ability to prepare and maintain accurate records and reports.
- Ability to establish and maintain effective working relationships with City employees, officials and the public, including irate individuals.

☐ Skill in safe care and use of hand tools, equipment, motor vehicle, and basic operation of personal computer and generic productivity software.

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Other Job Characteristics

- Occasional pushing, pulling, lifting and carrying of heavy weight objects (up to 75 pounds).
- Occasional driving through City traffic.
- Frequent standing, walking long distances and exposure to adverse weather conditions.

Minimum Qualifications

Training and Experience: Equivalent Graduation from to a high school diploma or General Education Development (GED) equivalent, and two (2) years of experience in the repair and maintenance of small mechanisms, such as clocks, coin operated machines, mechanical, electro-mechanical, electrical, or computerized meters and/or timing devices, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of the repair and maintenance of small mechanisms; good knowledge of the hazards and safety precautions of the trade.

Ability to learn and follow oral and/or written instructions; ability to pick up and carry heavy objects; ability to establish and maintain effective working relationships with fellow employees and the general public.

Skill in the use and care of hand tools of the trade; skill in the operation of a motor vehicle.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent license issued by from another state.

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Human Resources Director of Personnel

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Department Head